Volunteer Onboarding Instructions

**Step 1 (Enrollment)**

**In Person**

- Complete the **VOLUNTEER REGISTRATION** and turn it into Enrollment
- Parental consent if underage; 14-17 years old, complete page 2; Enrollment keeps a copy of page 2

**Step 2 (PPD Test)**

- Report to Room 2Q211 (Occupational Health) for a PPD test free of charge
- The PPD test is mandatory for all volunteers. PPD is conducted on a walk-in basis: **Monday, Tuesday, Wednesday, and Friday from 9 am to 3 pm at Lake Nona in room 2Q211** (2nd floor, D&T)
- Note that you must return 3 days after PPD test in order for results to be read

**Step 3 (Security Clearance)**

- Fingerprints are done at **Lake Nona (2nd Floor, RM 2k502) & Lake Baldwin Campus (2nd Floor, Room 230B)**. Available walk-ins times are **Monday 9 am -11am, Tuesday 12:30pm-3:30pm, Wednesday 9am-1pm & Friday 9am-12pm**. If you are unable to make these times, schedule an appointment at [https://va-piv.com/](https://va-piv.com/). Create an account before scheduling an appointment.
  - Bring two forms of identifications
  - Fingerprints are not required for those under 18 years of age
  - Steps 1-3 can be completed on the same day

**Step 4 (Application Packet)**

- Complete the **APPLICATION FOR VOLUNTARY SERVICE** VA Form 10-705
- Complete the **VOLUNTEER INTEREST QUESTIONNAIRE**
- Please return this checklist along with the completed application and questionnaire to Voluntary Service Office at Lake Nona Room 1GC04 or Lake Baldwin Room 1816

**Online**

- If you prefer to complete online, both forms can be found at [www.orlando.va.gov/giving/index.asp](http://www.orlando.va.gov/giving/index.asp)
- Once the Application Packet is completed, please email to VAORLVoluntary@va.gov

Congratulations! You have completed the package. Once the Voluntary Service staff has been notified of your background investigation clearance you will receive a phone call to schedule your orientation. At the time of your orientation you will receive your volunteer badge. Please bring proper identification.

Thank you for your interest in becoming an official OVAMC Volunteer. Without the assistance of our volunteers we would be unable to do some of the great things we do for our Veterans. We pride ourselves on having a program that is as rewarding to the volunteer as it is beneficial to the patients, families, visitors, caregivers, and staff. For any questions about the program or the onboarding process contact the Voluntary Services.